

# ASSIGNMENT 6

Textbook Assignment: "Postal Finance," chapter 8, pages 8-1 through 8-52.

---

6-1. Postage stamps are affixed to articles to indicate which of the following services has been prepaid?

1. The handling charges
2. The transportation charge
3. The delivering charge
4. Each of the above

6-2. All Uncanceled United States postage stamps may be used for postage if they were printed in or after what year?

1. 1860
2. 1890
3. 1900
4. 1910

6-3. Materials presented for mailing that bears imitations of postage stamps should not be accepted for mailing.

1. True
2. False

6-4. Adhesive postage stamps are available in how many different forms?

1. One
2. Two
3. Three
4. Four

6-5. Which of the following forms of stamp issue consists of only 50 stamps?

1. A sheet of commemorative stamps
2. A coil of airmail stamps
3. A sheet of postage-due stamps
4. A coil of ordinary postage stamps

6-6. Stamp coils should be stocked in your Navy post office for which of the following purposes?

1. For those customers who prefer coils
2. For your stamp vending machines
3. For use as precanceled stamps
4. Each of the above

A. Regular stamps B. Commemorative stamps C. Memorial stamps D. Special stamps
---

IN ANSWERING QUESTIONS 6-7 THROUGH 6-10, SELECT FROM THE ABOVE FIGURE THE TYPE OF SPECIAL PURPOSE STAMPS DESCRIBED AS THE QUESTION.

6-7. Stamps issued in observance of historical events.

1. A
2. B
3. C
4. D

- 6-8. Stamps issued only for the purpose for which they are designed.
1. A
  2. B
  3. C
  4. D
- 6-9. Stamps issued only for a special occasion.
1. A
  2. B
  3. C
  4. D
- 6-10. Stamps issued to honor U.S. presidents.
1. A
  2. B
  3. C
  4. D
- 6-11. Which of the following items are classified as postal stationery?
1. Blank money order forms
  2. Postal cards only
  3. Stamped envelopes only
  4. Postal cards and stamped envelopes
- 6-12. A member of your activity is corresponding with a friend in England and wishes to furnish the friend with sufficient funds to answer via airmail. What should you instruct the member to do?
1. Enclose international reply coupons in the letter to the friend
  2. Send the friend an unused aerogramme
  3. Enclose an airmail-stamped envelope in the letter to the friend
  4. Supply the friend with unused U.S. airmail postage stamps
- 6-13. Where should you keep the unsold stamps during the “open for business” hours?
1. On a shelf behind the counter
  2. On the counter
  3. With the stamped envelopes
  4. In the cash drawer
- 6-14. At the end of the working day, all funds and stamped items should be protected by locking them in the
1. post office
  2. safe
  3. stamp drawer
  4. stamp cabinet
- 6-15. When you arrange sheets of stamps, you should provide adequate protection against which of the following adverse actions?
1. Buckling
  2. Sticking together
  3. Curling
  4. All of the above
- 6-16. The combination to the safe in which funds and postal stock are stored should be sealed in what type of envelope?
1. In a plain white USPS envelope
  2. In PS Form 3977, Duplicate Key Envelope
  3. In DD Form 3967, Triplicate Key Envelope
  4. In a dark-colored official envelope

- 6-17. The combinations to safes used to store postal funds and stamp stock should be changed at which of the following times?
1. Upon initially receiving the safe
  2. Whenever there is a compromise of the combination
  3. Whenever an individual who has had custody of the combination is transferred or relieved of credit
  4. All of the above
- 6-18. What procedure is recommended to avoid disagreements about the amount of money given you in a stamp transaction?
1. Ask the patron to pay the exact amount of the purchase
  2. Keep the money received in view until the transaction is completed
  3. Put the money received in a special compartment until the patron has accepted the change
  4. Accept payment only after handing over the stamps
- 6-19. Military postal clerks are not permitted to affix stamps to articles for which postage has just been sold. The mailer of the article must affix the stamps.
1. True
  2. False
- 6-20. The fixed credit of a military post office includes which of the following items?
1. Postal stationery, money order forms, and postage stamps
  2. Funds from the sale of money orders and stamps only
  3. Funds from the sale of postal stationery and stamps only
  4. Funds from the sale of money orders, stamps, and postal stationery
- 6-21. When a Navy post office is established, the total amount of fixed credit desired should be determined in what manner?
1. By allowing only \$10 per person served
  2. By allowing only \$10 per person served with at least a \$2,000 minimum limit
  3. By allowing only \$25 per person served
  4. By allowing only \$25 per person served with at least a \$5,000 minimum limit
- 6-22. What amount of fixed credit is normally carried by an aircraft carrier?
1. \$100,000
  2. \$50,250
  3. \$30,000
  4. \$10,750
- 6-23. The invoice that accompanies the shipment of the original stock to a newly established Navy post office is retained by what official?
1. The commanding officer
  2. The disbursing officer
  3. The postal officer
  4. The custodian of postal effects
- 6-24. To show the status of the postal effects before commencing postal operations, an audit of postal accounts should be held and submitted on the authorized date of establishment.
1. True
  2. False

- 6-25. The amount of fixed credit normally held by the custodian of postal effects may be either increased or decreased when deemed necessary by what individual?
1. The postal officer
  2. The commanding officer
  3. The accountable postmaster
  4. The Director, Military Postal Service
- 6-26. One of your duties as COPE is the sale of stamps to customers. Your assistant handles money orders and claims. In making stamp sales during your absence, what procedure should your assistant follow?
1. Sell stamps from the stamp stock in your stamp drawer
  2. Sell stamps taken directly from the stock in the post office safe
  3. Sell stamps borrowed from the reserve custodian
  4. Sell stamps from that portion of the fixed credit issued to him or her
- 6-27. A window clerk should exchange cash for stamps from the COPE at least how often?
1. When the accumulated cash (excluding a \$50 cash fund) exceeds 10% of the extended credit
  2. When the accumulated cash (excluding a \$50 change fund) exceeds 25% of the extended credit
  3. Weekly
  4. Either 2 or 3 above, whichever occurs first
- 6-28. The total fixed credit of your activity is \$5,000. Replenishment of the fixed credit is required when the amount of cash on hand reaches what specific amount?
1. \$1,250
  2. \$1,000
  3. \$750
  4. \$700
- 6-29. You are ordering stamp stock to replenish the total fixed credit. What should be your first step?
1. Estimate the amount of time required to receive the stock
  2. Consider any approaching holiday seasons
  3. Determine how much cash is to be exchanged for stamp stock
  4. Consider your facilities for protecting stamp stock
- 6-30. Stamp requisitions are prepared and submitted on what form?
1. PS Form 17
  2. PS Form 3295
  3. PS Form 3365
  4. PS Form 3367
- 6-31. Stamp requisitions are numbered in sequence with number (1) on the first day of the fiscal year that begins on what calendar date?
1. 1 January
  2. 1 July
  3. 1 October
  4. 1 December
- 6-32. How many copies of PS Form 17 are sent with the check to the accountable postmaster?
1. Original and one
  2. Original and two
  3. Original and three
  4. Original and four
- 6-33. Treasury checks should be made payable to what official?
1. The Chief of Naval Operations
  2. The Postmaster, New York
  3. The Accountable Postmaster
  4. The Executive Director, MPSA

- 6-34. You should destroy the fourth copy of the stamp requisition at what point in time?
1. Retain in files 2 years; then destroy
  2. After you and the custodian have verified the stamp stock shipment and completed the entries on the duplicate stamp requisition
  3. Upon receipt of the stamp stock
  4. Never
- 6-35. After verifying a stamp stock shipment and completing your copy of the requisition, what action should you take?
1. Determine the number and denominations to be issued to your assistants
  2. Record the receipt of the stamp stock on PS Form 3295
  3. Store the stamp stock in your safe
  4. Divide the stamp stock into equal Lots for yourself, the reserve custodian, and your assistants
- 6-36. If you and the custodian discover that a shipment of stamp stock is short, the facts should be reported immediately to what officials or office?
1. The commanding officer and the Chief of Naval Operations
  2. The Chief of Naval Operations and the accountable postmaster
  3. The accountable postmaster and the disbursing officer
  4. The commanding officer, the postal officer
- 6-37. The postage meter machine consists of what basic part(s)?
1. The postage meter only
  2. The mailing machine only
  3. The postage meter and meter base
  4. The postage meter, mailing machine, and meter key
- 6-38. A postage meter tape cannot be printed for more than what maximum amount?
1. \$9.99
  2. \$10.99
  3. \$49.99
  4. \$99.99
- 6-39. The ascending register on the postage meter head will always show the amount of postage in dollars and cents remaining on the meter.
1. True
  2. False
- 6-40. The recording of daily meter register readings is shown on what form?
1. PS Form 3083
  2. PS Form 3602-PO
  3. PS Form 3603
  4. PS Form 3610
- 6-41. PS Form 3602-POs are issued in pads of what specific number?
1. 50 forms in duplicate
  2. 100 forms in duplicate
  3. 50 forms in triplicate
  4. 100 forms in triplicate
- 6-42. When a postage meter head becomes defective, no attempt to repair the meter is authorized.
1. True
  2. False
- 6-43. A money order set consists of what total number of parts?
1. One
  2. Two
  3. Three
  4. Four

- 6-44. The serial number assigned a money order consists of what total number of digits?
1. 5
  2. 8
  3. 11
  4. 15
- 6-45. The customer's receipt for a money order is completed by the issuing money order clerk.
1. True
  2. False
- 6-46. At what point in time, if at all, should you advise the customer to complete his money order receipt?
1. While you are preparing the money order
  2. Immediately after the customer purchases the money order
  3. Immediately before the customer needs to use the money order
  4. Not at all, it's your responsibility as money order clerk
- 6-47. In a shipboard MPO, the supply of blank money order forms should be sufficient to last what minimum period of time?
1. 5 months
  2. 2 months
  3. 3 months
  4. 4 months
- 6-48. What is the maximum supply level of blank money order forms authorized to be held by a shipboard MPO?
1. 3-month supply
  2. 5-month supply
  3. 10-month supply
  4. 12-month supply
- 6-49. A shore activity MPO should maintain blank money order forms to last what minimum period of time?
1. 5 months
  2. 2 months
  3. 3 months
  4. 4 months
- 6-50. Money order requisitions should be submitted what minimum number of days before the forms are needed?
1. 15
  2. 25
  3. 30
  4. 45
- 6-51. Before ordering blank money order forms for a shipboard MPO, which of the following factors should you consider?
1. Ship's operating schedule
  2. Ship plans an upcoming deployment
  3. Ship plans on an increase of personnel during upcoming deployment
  4. All of the above
- 6-52. Blank money order forms are requisitioned on what PS form?
1. PS Form 6019-MPO
  2. PS Form 17
  3. PS Form 6401
  4. PS Form 6990
- 6-53. An emergency requisition for blank money order forms should be submitted in message form to what official or organization?
1. The appropriate (FLTCINC) postal officer info copy to MPSA
  2. The Money Order Division, St. Louis, MO
  3. The Military Postal Service Agency
  4. The appropriate joint military postal activity

- 6-54. A record of blank money forms assigned to a military post office is made on what form?
1. DD Form 834
  2. DD Form 885
  3. PS Form 1908
  4. PS Form 6019
- 6-55. The custodian of blank money order forms should issue blank forms to the money order clerk in blocks of what minimum amount?
1. 50
  2. 100
  3. 150
  4. 200
- 6-56. Which of the following areas on a blank money order form should NOT be handled?
1. The upper third
  2. The top half
  3. The bottom third
  4. The bottom half
- 6-57. In what location should a money order imprinter be stowed when not in use?
1. COPE's safe
  2. Reserve custodian's safe
  3. Postal officer's safe
  4. Out of reach of customers
- 6-58. During the process of issuing a money order, at what point should you snap out the carbons from the money order set?
1. Before inserting the blank money order set into the money order imprinter
  2. Immediately upon the removal of the completed money order set from the money order imprinter
  3. After the completed money order set is removed from the money order imprinter and checked for accuracy
  4. After the amount for which the money order is written, plus the fee, is collected
- 6-59. What minor alternations, if any, would be acceptable on a newly printed money order?
1. If the asterisk was printed in the cents position rather than a zero
  2. If the office number plate was removed
  3. If you forgot to set the correct date before issuing the money order set
  4. None
- 6-60. For a money order that is being treated as spoiled, it is permissible to stamp or write SPOILED on the upper one-third part.
1. True
  2. False
- 6-61. International money orders may not be cashed at a military post offices.
1. True
  2. False

- 6-62. Which of the following types of identification cards is/are acceptable for cashing a money order at a military post office?
1. An official government identification card
  2. A U.S. passport
  3. Both 1 and 2 above
  4. A social security card
- 6-63. A representative cashing a money order for an organization must endorse the money order in what manner?
1. Signature only
  2. Organizational title only
  3. Signature and organizational title
  4. By marking X in the presence of the COPE
- 6-64. When cashing a money order, the money order clerk affixes which of the following endorsements on the reverse side of the money order?
1. The identification card number
  2. Initials
  3. The all-purpose dating stamp impression
  4. Both 2 and 3
- 6-65. How often are money order reports required to be prepared and submitted?
1. Daily
  2. Weekly
  3. Monthly
  4. Bimonthly
- 6-66. The report of money order business conducted is submitted on what PS form?
1. PS Form 6019-MPO
  2. PS Form 6055-A
  3. PS Form 6401
  4. PS Form 6701
- 6-67. The money order report should be prepared as an original and two copies.
1. True
  2. False
- 6-68. The money order adding machine tape should be prepared in what total number of originals?
1. One
  2. Two
  3. Three
  4. Four
- 6-69. The money order report is submitted by what type of mail?
1. USPS Official Registered or Express mail
  2. USPS Official First-Class
  3. USPS Official Certified
  4. SPS Official Insured